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January 7, 2013

Dear Potential MSC Applicant:

It is with great pleasure that I announce the opening of the application period for Montana libraries interested in joining the Montana Shared Catalog during FY2014 (July 2013-June 2014). Applications will be accepted until 5:00 PM (MST), Thursday, February 28, 2013. See the application for the review, approval and implementation schedules. We very much appreciate the major roles the Network Advisory Council and State Library Commission play in this application review and approval process.

**School Librarians Please Note:** The State Library must put a temporary hold on adding new school libraries until additional MSC support staff can be hired to meet the demand. MSL is working with OPI and the MSC Executive Committee to investigate opportunities and options for hiring additional staff needed to meet the projected increase in MSC libraries, given the large interest on the part of schools. This decision will affect the FY2014 MSC new library application period. Interested school librarians should be encouraged to contact their administration as OPI is interested in working directly with school administrators to try to address this concern.

We will still be accepting applications from academic, public and special libraries but may also need to limit the number of libraries based number of applications, library size and amount of LSTA grant amounts awarded to pay vendor startup costs.

If you have not already done so, contact the MSC Director, Ken Adams for a cost estimate and if your library is interested in joining, then please do submit your application. Please follow the instructions carefully and complete the application in its entirety, paying special attention to the essay questions. Do not hesitate to email or call at anytime with any questions you may have. Thank you and I am sincerely looking forward to receiving your application.

Ken Adams  
Montana Shared Catalog Director  
(406) 444-3004  
kadams@mt.gov

# Montana Shared Catalog 2013 New Library Application

**APPLICATION DEADLINE FOR ALL LIBRARIES: 5:00 PM (MST), FEBRUARY 28, 2013**

## Application Timetables

### I. Libraries requesting financial assistance:

- Obtain a cost estimate for joining the MSC prior to preparing the application. Contact [msc@mt.gov](mailto:msc@mt.gov). Complete and submit this application by 5:00 p.m., Feb 28, 2013.
- Qualification screening by the MSC Staff and Executive Committee, Mar 1-Mar 7, 2013.
- Screened applications submitted to the Network Advisory Council by Mar 8, 2013.
- Council presents recommendations for new MSC libraries and LSTA FY13 funding to State Librarian on March 12, 2013.
- State Librarian recommends new MSC libraries and LSTA FY13 budget to State Library Commission for action at Commission's April 17, 2013 meeting.
- New MSC libraries notified: by April 22, 2013.
- Libraries confirm acceptance: by May 2, 2013.

### A. Implementation scheduling options:

#### 1. Implementation Schedule, Option 1

- Library profiles and configurations added to the MSC database: July, 2013
- Data libraries begin migration: September, 2013
- Non-data libraries begin retrospective conversion: September, 2013
- Data libraries go live: In phases, starting in October, 2013
- Non-data libraries go live following retrospective cataloging of 80% of circulating collection, or no later than 1 year after completing basic cataloging training.

#### 2. Implementation Schedule, Option 2

- Data libraries begin migration: January, 2014
- Non-data libraries begin retrospective conversion: January, 2014
- Data libraries go live: In phases, starting in March, 2014
- Non-data libraries go live following retrospective cataloging of 80% of circulating collection, or no later than 1 year after completing basic cataloging training.

#### 3. Implementation Schedule, Option 3 (only for libraries NOT requesting financial

**assistance:** Applications from libraries not requesting financial assistance will undergo the same review schedule listed above. For applications received after the review schedule, implementation scheduling will depend upon library type, MSC staff workload and project management scheduling with the vendor.

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## Purpose

The State Library is offering financial assistance to Montana libraries interested in joining the Montana Shared Catalog (MSC) consortium<sup>1</sup>. The MSC current uses SirsiDynix's *Symphony* integrated library system which includes a public interface called *e-Library*. Take the MSC for a test drive at:

[http://msl.mt.gov/For\\_Librarians/Montana\\_Shared\\_Catalog/default.asp](http://msl.mt.gov/For_Librarians/Montana_Shared_Catalog/default.asp) and click on the "Montana Shared Catalog" hyperlink. A java software client, called "Workflows", is used by library staff to support circulation, cataloging, acquisitions, serial control, academic reserves, material booking, ILL, outreach and other administrative functions. A web-based application called "Directors Station" provides detailed statistics for library staff.

For selected libraries, financial assistance will be provided to pay for SirsiDynix software licensing and maintenance and up to 100 per cent of all data migration costs. These costs are typically limited to SirsiDynix and a data migration sub-contractor (DataMap). Overall, our intention is to assist with funding the start-up costs to the greatest extent possible. For this round of applications, these funds will be awarded in the order the applications merit, as determined by the evaluation process. LSTA grant funds will be paid directly to the vendor on behalf of the joining library for purchasing the selected libraries' software licenses, data conversion and migration, project implementation and management costs.

Libraries wanting to join the MSC with sufficient funds of their own and, otherwise being qualified, may apply to join the MSC without requesting financial assistance. Approval of all applications depends upon the availability of MSC resources.

## About this Program

The Montana Shared Catalog is a statewide project in part sponsored by the Montana State Library and paid for by annual contributions from the participating libraries. MSL works with Montana libraries to ensure the delivery of quality, standards-based, networked library materials and services to all Montanans.

## Financial assistance available

Federal Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) grant funds are available, in three programs<sup>2</sup>. This money is used to pay up to the full amount of the selected libraries' vendor startup and licensing costs.

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<sup>1</sup> The Network Advisory Council has recommended, and the State Library Commission has agreed, that LSTA funds be used to add libraries to the MSC.

<sup>2</sup> In the event requests for assistance are less than this amount, funds may be reassigned between larger, middle-sized and smaller library categories of programs, or the assistance amount limits may be altered. Funds, if available, will be allocated to cover the entire library startup costs charged by the vendor.

#### Program 1—Larger library

- Overview—LSTA funds are anticipated to be available to assist larger libraries to join the MSC.
- Definition of 'larger library'—Having both 100,000 or more bibliographic records, and 25,000 or more service area population (or over 15,000 full-time-equivalent students, staff, and faculty). Counts for library systems or consortium are figured as the sum of their individual counts<sup>3</sup>.

#### Program 2—Middle-sized library

- Overview— LSTA funds are anticipated to be available to assist middle-sized libraries to join the MSC.
- Definition of 'middle-sized library'—Having 35,000 to 100,000 bibliographic records, *and* 10,000 to 24,999 service area population (or 5,000 to 14,999 full-time-equivalent students, staff, and faculty). Counts for library systems or consortium are figured as the sum of their individual counts<sup>4</sup>.

#### Program 3—Smaller library

- Overview— LSTA funds are anticipated to be available to assist smaller libraries to join the MSC.
- Definition of 'smaller libraries'— Not a "Larger or a Medium Library".

### Eligibility

- Publicly funded or not-for-profit libraries including academic, public, or special, are eligible and encouraged to apply. For-profit libraries are invited to join the MSC, but are not eligible for LSTA funding. Note that the State Library has temporarily suspended accepting applications from school libraries for this application period.
- Libraries may apply for either the Larger Library program, the Middle Library program, or the Smaller Library program, but not more than one program.
- Applicant libraries must appear in the online [Montana Library Directory](#).
- Applicant libraries must have an approved Collection Management Policy on file at the State Library.
- Applicants must be enrolled as a member of OCLC or agree to enroll prior to July 1, 2013 and maintain annual enrollment while in the MSC. Information on OCLC membership and enrollment can be found at: [http://msl.mt.gov/For\\_Librarians/For\\_All\\_Librarians/OCLC\\_Services/default.asp](http://msl.mt.gov/For_Librarians/For_All_Librarians/OCLC_Services/default.asp)
- Applicant libraries must have, or have installed prior to implementation, a reliable broadband Internet connection with static Internet protocol (IP) addresses.
- The reviewers are interested in proposals that:
  - Mutually improve the delivery of library materials and services to library users
  - Further the process of libraries-helping-libraries
  - Increase collegial interaction between participating librarians
  - Promote collaborative and consortium behavior in general
  - Further MSL's goal of developing libraries through networked services
  - Support and improve the Montana Shared Catalog consortium
- Proposals will be scored using the above six measures.

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<sup>3</sup> For instance, if a library has 17,000 patrons, and its four branches add 2,000 patrons each, the total count would be 25,000 registered borrowers; likewise this would be figured for bibliographic records. Library systems and consortium are asked to apply as systems or consortium.

<sup>4</sup> For instance, if a library has 17,000 patrons, and its four branches add 2,000 patrons each, the total count would be 25,000 registered borrowers; likewise this would be figured for bibliographic records. Library systems and consortium are asked to apply as systems or consortium.

## **Eligible Program Expenses**

Applicants may request support for SirsiDynix-related costs, such as licensing, bibliographic conversion, bibliographic and patron data loads, project management, and for DataMap-related costs involved with record conversion.

## **Application Review Process**

All applications will be screened for compliance with prequalifying criteria by MSC administration. Those applications passing initial screening are then reviewed by the MSC Executive Committee and the Network Advisory Council. The Council presents its recommendations to the State Librarian for action by the State Library Commission.

**Both paper and electronic copies** of your library's completed application must be received at the State Library by Thursday, February 28, 2013, 5:00 p.m. MST. Late or incomplete applications will not be considered.

**Questions? Contact the MSC Director [msc@mt.gov](mailto:msc@mt.gov) or telephone 444-3004**

## Frequently Asked Questions (FAQ)

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## FAQ's (Frequently Asked Questions and answers)

Q: What's the primary value of being a MSC library?

A: By working in partnership with other MSC libraries, you will have the opportunity to more efficiently provide higher value services and better quality content to *your library's users*.

Q: Who is the Montana Shared Catalog?

A: The Montana Shared Catalog is a voluntary consortium comprised as of 164 libraries and branches. MSC libraries are found in 89 Montana communities, serving a combined population of approximately 550,000 and over 400,000 registered users.

The MSC currently includes five academic libraries, 80 public libraries or public library branches, 67 school libraries, and twelve special (law, medical, government, museum) libraries, stretching across the state from Troy to Ekalaka and Plentywood to Dillon.

Q: Where are these libraries located?  
A: 102 are in Western Montana (61%), 27 in Central Montana (17%), 21 in Eastern Montana (13%), and fourteen (9%) on the Hi-Line.

There are several other shared catalogs in Montana: OMNI headquartered at MSU, the University of Montana and Affiliated Libraries headquartered at UofM, and the Kalispell, Billings, and Great Falls public school districts.

Q: How many librarians are employed in MSC libraries?  
A: Over 400. MSC librarians work together on MSC-related issues; in many ways you are gaining a large virtual staff at the same time as you and your staff becomes part of the consortium.

Q: Who, actually, is driving the MSC?  
A: MSC support staff located in the State Library work to make the MSC the best shared online library catalog it can be. Having said that:

- Policies and By-Laws are set by the MSC Executive Committee, with approval by the membership and in partnership with the State Library.
- Budgets are prepared by the MSC Director and submitted to the MSC Executive Committee for review and then discussed and voted on by the membership during their Spring membership meetings.
- MSC Staff provide training and ongoing support. MSC members can and are expected to provide assistance and training to new members. Members providing this training will have travel expenses reimbursed by the MSC.
- Decisions about implementation details (cataloging, circulation, look-and-feel, etc.) are made by the MSC Content Management Committee. The MSC membership has final approval.

Q: What application and computer hardware does the MSC run on?  
A: We use SirsiDynix Corp.'s Symphony<sup>5</sup> integrated library system (ILS). The software is state-of-the-art and is routinely updated with fixes and enhancements. The patron or student uses the online, web-based interface called "e-Library" or (OPAC). Users can also access the MSC through the statewide library resources interface with the EBSCO Discovery System (EDS) at <http://mtslr.org>. Library staff have a workstation based client called "Workflows" that interacts with the Helena based servers. Director's Station™ is a web-based application that runs on its own server, allowing library directors and staff to query the system's history logs for statistical information on circulation, cataloging, acquisitions and user activity.

The "production" system and catalog server runs on an IBM p520 Express (AIX) server with attached, external, high-speed SCSI data storage. The "development" and test server is an IBM p650 and is attached to a storage area network (SAN) for data storage. A run-time version of Oracle is the database underlying the Symphony ILS application. The Director's Station server is a Dell PowerEdge 6850 that is also attached to the SAN for data storage. It runs on the Windows Server 2003 operating system with Microsoft Sequel Server 2005 database. All servers are accessed thru the state's wide area network and are connected to redundant battery and emergency generator backup.

The MSC server and data communications environment is designed to be as industrial strength (in terms of speed, reliability, robustness, and recovery in the event of a problem) as we can afford to make it. This costs money and requires a fair amount of expertise to maintain and operate. We believe we have that expertise in partnership with the State Library's IT Department and with the state's Information Technology Services Division (ITSD). All system hardware is hosted in the server room of the Montana State Library.

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<sup>5</sup> <http://www.sirsidynix.com/symphony>



Q: Who fixes the MSC when it breaks?

A: MSC Support staff monitors the system and fixes stuff when it's broken, and tweaks stuff when it's not. Your library won't need on-site staff people to keep your staff interface and online catalog functioning. The servers are housed and maintained in the State Library in Helena. If the MSC Staff can't resolve software problems, they have direct line, priority access to the vendor's customer support department. The server equipment is under warranty with IBM and our maintenance contract with them guarantees 24/7 access to their support personnel.

Our goal is that the MSC is available to your staff and users, except for scheduled downtime for upgrades, large record loads, and maintenance.

For scheduled and unscheduled downtimes MSC libraries have access to the Symphony system's Offline feature, to circulate materials if the server becomes unavailable.

The system's up and down times are tracked and are available at

[http://msl.mt.gov/For\\_Librarians/Montana\\_Shared\\_Catalog/Members/incidentdisplay.asp](http://msl.mt.gov/For_Librarians/Montana_Shared_Catalog/Members/incidentdisplay.asp)

You may need on-site staff people to keep your local area network running smoothly and your workstations and related peripheral equipment online.

Q: Why should my library join? What's the best part of being a MSC consortium member?

A: The good company you keep and what it lets you do for your patrons and students. Membership in the consortium is a great opportunity for Montana libraries to improve their quantity, type and quality of library materials and services through collaboration and cooperation.

Some MSC members have formed "Partner" sharing groups that not only share their patrons and collections, but also work together in ways that help each other stretch their materials purchasing budgets. Perhaps most significantly, MSC members share their smarts and imagination—can you imagine having over 400 brains to pick when you have a problem or a bright idea?

Q: What are some of the drawbacks of being part of the MSC?

A: Once you join the MSC, the library has made a long-term commitment. The expense of exiting the MSC is fairly substantial and would be borne by the library requesting to do so.

You share your library's catalog with over 160 other libraries. It has to work for all. Working in a consortium requires that you and your library commit to communicating with other MSC members, to making operational and financial compromises, and to occasionally sharing in the consequences of decisions that lack immediate benefit for your library.

Q: How is the MSC financed?

A: Currently, 75% of the annual operational funds come from member libraries. The other 25% is provided from the state general fund. The State Library provides start-up financial assistance to libraries joining the MSC, hosts the servers and staff workspace, and pays the salaries of 2.66 operational staff. The other 1.33 staff salary is paid by the membership.

Q: What is the MSC budget?

A: The current MSC budget is available at

[http://msl.mt.gov/For\\_Librarians/Montana\\_Shared\\_Catalog/Members/Budget/budget.pdf](http://msl.mt.gov/For_Librarians/Montana_Shared_Catalog/Members/Budget/budget.pdf)

Q: Is there a MSC business plan?  
A: The *MSC Business Plan* details MSL's history and future plans and is currently undergoing review and will be posted on the MSC website by November 1, 2013.

Q: How are MSC-related decisions made?  
A: Consortium members make every effort to reach decisions by consensus, in the spirit of cooperation. In the event that consensus does not occur, a 75% majority of the membership present at a membership meeting or voting electronically is required. The MSC Executive Committee and the Content Management Committee attend to operational and procedural decisions, and present suggestions to the membership for approval. The Montana State Library Commission makes some funding decisions, with advice from the State Librarian and the Network Advisory Council.

Your library, regardless of size or type, has an equal voice in all the policy and financial decisions affecting the consortium.

Q: How much does it cost to join the MSC?  
A: Start-up costs range from \$6,500 for small, un-automated libraries to many times this figure for large, already-automated libraries. Montana-specific start-up costs have been negotiated with SirsiDynix, toward the goal of making the MSC affordable for all but the very smallest of Montana's libraries. A competitive MSC-start-up assistance program helps libraries afford the initial license and data-related expenses of joining the MSC. Start-up costs not associated with direct vendor costs such as; peripheral equipment (receipt printers, barcode scanners and/or barcodes) and new library training are paid by the library and included in the start-up cost estimate. The MSC Director will supply your library with two cost estimates: a start-up and an ongoing cost estimate.

The MSC is a bargain if you compare the costs of being a MSC library with running your own system. The initial and ongoing out-of-pocket and capital costs, combined with the time it takes to run a local system, and the value of librarians' time spent on computers instead of users, all add together to make owning your own system an expensive proposition.

A careful accounting reveals that the costs of being a MSC member are equal to or less than the costs for having a standalone microcomputer-based catalog and circulation system.

Q: What is the annual cost of remaining a MSC member library?  
A: Annual ongoing costs range from \$700 to more than \$25,000 for the largest libraries. Contact the MSC Director for an estimate of your library's anticipated costs. MSC membership requires enrollment in OCLC which is an additional annual cost for the library if they are not already enrolled.

All libraries pay as little as possible, given the costs of running the MSC. Libraries with larger collections, more users and higher yearly circulations pay more than libraries with smaller title, user and circulation counts. The smallest libraries receive an additional title, patron and cost share break. Our intent is to use a measure that equitably distributes the consortium's annual costs among MSC libraries, based on the record counts taken from the system on March 1, each year.

Q: What are the consortium's typical ongoing costs, and how much will they be in future years?  
A: The consortium's typical ongoing costs include SirsiDynix software licensing, maintenance and support, e-Library content, Director's Station licensing, hardware maintenance, test server support, authority maintenance, catalog cleanup, server room location costs, server replacement cost, training, meeting and conference costs and 1.66 of the cost of two MSC assistant staff positions. The total shared costs for FY2013 were \$345,121. Ongoing costs can be expected to increase by approximately 3% yearly. The state also provides nearly \$100k per year to the MSC to help reduce the amount of shared costs.

Q: How is the ongoing cost figured?  
A: A library's individual contribution to the ongoing costs of the MSC is determined by group consensus; every library has an equal vote. MSC's primary concern is to keep prices fair and affordable for all participating libraries (big and small, but taking special care to keep smaller libraries enfranchised), while meeting its financial obligations.

The MSC ongoing cost formula is based on four measures. Those measures are: title (30%), circulation (10%) and patron (30%) counts that come directly from the system. The remaining 30% is divided equally among libraries. Title, user and circulation record counts are done by system administrators on March 1 each year in order to create the next fiscal year's ongoing cost formula. Member libraries are invoiced by mid-May of each year.

The following breaks are included:

- i. Title record break – libraries with under 10,000 titles records receive a 5,000 title break
- ii. Patron record break – libraries with under 3,000 patron records will not be charged for patron records
- iii. Equal share of 30% - libraries with under 8,000 title records AND under 1,000 patron records will pay a lower percentage that equals 1% of the 30%. The other libraries share the remaining balance equally.

The price structure strives to provide all libraries with a good deal, but takes exceptional care that it doesn't price large, medium or small libraries out of the catalog. It is a delicate balance that is annually reexamined by the group.

Q: How is the MSC staffed?  
A: Federal funds pay for the MSC Director position and an Information Specialist position. The MSL Commission has agreed to split the cost of an additional position with the MSC membership. That position is the MSC Systems Support Technician. This person provides operational support to existing members, and has primary responsibility for adding new MSC members. A second operational support and training technician is training is fully funded by the MSC membership.

Staff from member libraries often work with one-another to solve problems, and on occasion, train and assist staff at other member libraries. While they are not MSC or State Library paid staff, their voluntary contributions are a vital part of the mix.

- Q: Can libraries form sub-groups within the MSC?  
A: Yes. Public libraries with branches present a system-wide catalog to their users. County-wide systems present a multi-type 'visage' to their users. School and agency libraries have the option of displaying their district's holdings as their default catalog.

Twenty-seven libraries are part of the "MSC Partner" sub-group and another eleven are part of the "MSC 4 Rivers" sub-group while five others make up the BridgerNet sub-group. These sub-groups share their collections and patrons, and stitch their partnership together with special system configuration and whatever courier/delivery services that can be arranged. The Partners and BridgerNet groups also offer floating collections of new fiction, popular fiction, audio and video recordings to their patrons. These items remain on the receiving library's shelf until needed elsewhere, giving the local libraries a "new" set of materials to offer their users on a rotating basis. This has made their patrons very happy.

- Q: Must we join the MSC Partners, MSC 4 Rivers, or BridgerNet libraries when we join the MSC? Can we join these libraries later?

- A: You need not join a sub-group when you join the MSC. If you decide you wish to join a group or groups later, your library must explore this first with the sub-group. Libraries are encouraged to inquire about joining any of the sharing groups, but they should know beforehand that there are circulation-policy and significant logistical details that must be worked out.

- Q: Can my library customize the public Web view of the MSC catalog?

- A: The MSC catalog is available to anyone, anywhere, anytime, through Internet access and a web browser. Our desire to customize the catalog to your library's unique needs and preferences is tempered by finite staff resources and the capabilities and limitations of the SirsiDynix *Symphony* software. Users with mobile devices can also access the catalog using the BookMyne application to search the catalog, place holds, view their online accounts, renew items and manage book lists.

The "e-Library" web interface (OPAC) is available to your users. Their friendly Amazon-like web interfaces include content (such as book jackets, table of contents, excerpts, and book reviews). This content is licensed from Syndetic Solutions, Inc., and your library's share of this consortium-wide cost is part of your ongoing expenses.

Some of the look-and-feel of the MSC system can be customized for your library; other aspects are determined by consortium-related requirements and cannot be changed to meet your library's needs.

- Q: What data can I migrate from my existing system?

- A: Bibliographic and item level data migrates well if it is in standard MARC format. Patron information can be migrated. Some libraries use this opportunity to re-register their patrons in the new system. Patron data in standard flat-text files from student-data or similar systems can usually be migrated. Circulation, serials control and acquisitions data is problematic to migrate and we do not attempt to migrate those types of data except for very large libraries or library groups.

Selected libraries will begin a three to six month process of adding their records to the MSC. This process will include testing and training timed to meet the needs of new libraries coming online. Within three to five months, selected libraries' catalogs will typically be available over the Web, and libraries will begin to circulate items using the MSC system.

- Q: Can we use the MSC to build our bibliographic and patron data files? We have no electronic data files; instead we use a card catalog.
- A: Yes, the MSC is a great tool to use to create an electronic duplicate of your card catalog. We can help you estimate how long it might take to get the job done. Libraries not migrating bibliographic data are required to manually enter 80% of circulating collection no later than one year after joining the MSC.
- Q: Why is a collection management policy required?
- A: Collection management policies are a prerequisite to maintaining a useful collection. Accordingly, the Montana State Library Commission requires grant seeking libraries to have a current (less than 3 years since the last formal revision/update) collection management policy, approved by the library board/school board or principal or administrator, in place and on file at the Montana State Library.

## APPLICATION

### Montana Shared Catalog Start-up Assistance Program

**Application Deadline: February 28, 2013, 5:00 PM MST**

**Complete application must be physically received at MSL on or before this deadline.**

#### Instructions

- Use the forms provided, answer each question in context and as it is posed on the form, and answer each question completely. Failure to do so makes it difficult to score the application and therefore will disqualify the application.
- Attach supplemental pages and materials as requested or required
- To be considered, libraries must reply to the affirmative to all questions in the Pre-qualifying Questions section AND select an appropriate Implementation Schedule (end of Library Information Questions section).
- Completed applications must be signed, dated and sent to:

MSC 2013 Startup Assistance Program  
Montana State Library  
PO Box 201800  
Helena, MT 59620-1800

Applications sent via fax will not be accepted as accuracy and completeness cannot be ascertained.

- Additionally, completed applications must include an *electronic copy* in MS/Word or PDF format; electronic copies must be supplied by the deadline stated above on either a compact disc (sent to the address above) or e-mailed as an attached document(s) to the MSC Director at [msc@mt.gov](mailto:msc@mt.gov). Please clearly label any electronic media submitted with the name of your library, school, or organization and indicate that this media is part of your MSC application.
- The application has pre-set forms with shaded check boxes ☐ and text fields . Simply click in the appropriate check box to select it or inside the text field to begin entering text. Text fields will expand as you enter your answers. You can move from one field to the next by simply pressing [Tab].

#### Application Checklist

- ☐ Application
  - ☐ Paper copy, Library Information and questions 15 thru 45 attached together.
  - ☐ Signature Page 15, printed out, signed and dated
  - ☐ Response to essay questions 46 thru 50.
  - ☐ Electronic Copy (compact disc or email attachment)
  - ☐ Collection Management Policy approved and on file at the Montana State Library
  - ☐ If applicable: Retrospective Cataloging Plan, signed by the Librarian and the Board Chair, Principal or equivalent

## Signatures

- We certify that this application for the Montana Shared Catalog Start-up Assistance Program is complete and accurate.
- We have attached additional material as requested.

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Signature of Librarian or other contact person	Date
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Type or print name of Librarian or contact person	Title
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Signature of Board Chair, Principal, or equivalent	Date
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Type or print name of Board Chair, Principal, or equivalent	Title
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## Library Information

Questions about your library (form fields will expand as you enter text)

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1. Library
2. Mailing Address
3. Contact
4. Contact phone                      E-mail
5. Number of branches (in addition to the headquarters library)

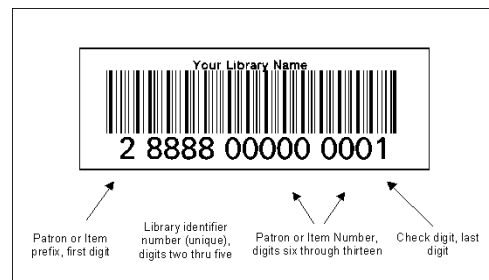
Questions about your collection and patrons

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6. How many titles, not copies, does your library have?
7. How many registered borrowers does your library have?
8. Is your circulation automated? Yes ☐ No ☐  
If Yes, what is your library automation system & version                      ?
9. What percentage of your titles are in your local system?
10. What percentage of your borrowers are in your local system?
11. Is your library currently an OCLC member? Yes ☐ No ☐
12. Are your holdings in OCLC? Yes ☐ No ☐ (If "yes", estimate percent)
13. Do you wish to migrate your patron records by having them transferred to the MSC electronically, or will you prefer to manually key-in your patron database? Migrate ☐ or Manual ☐
14. Does your library use barcodes? Yes ☐ No ☐

The MSC required barcode standard is:

- Codabar Mod 10
- 14 digit
- Final check-digit
- All numeric
- Starting digit of 2 for users and 3 for items



An example is given here.

What barcode schema does your library use?

**NOTE:** If your library uses a different barcode format, please be aware that you will have to re-barcode your circulating collection and patron records upon joining the MSC.



**Are you requesting funding?**

Please check all the sentences below that best describe your library's intentions and situation.

Does your library need financial assistance?

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15. ☐ My library wants to join the MSC and is applying for financial assistance.
16. ☐ My library wants to join the MSC; we are applying for assistance, but will find other funding if we are not selected to receive financial assistance.
17. ☐ My library wants to join the MSC, but without financial assistance we will have to wait for funding.
18. ☐ My library wants to join the MSC; we have our own funding, and are not applying for financial assistance.

Large, Medium, or Smaller Library?

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19. ☐ My library is a Large Library, that is, we have both 100,000 or more bibliographic records, *and* 25,000 or more registered patrons.
20. ☐ My library is a Medium Library, that is, we have both 35,000 to 100,000 bibliographic records, *and* 10,000 to 24,999 registered patrons.
21. ☐ My library is a 'Smaller Library', that is, we are not a Large or a Medium Library.

No automated catalog; no MARC records

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22. ☐ My library has no bibliographic records, but would create its database within the MSC Symphony catalog using the Workflows interface. I understand my library cannot go live until at least 80% of our collection is entered into the MSC database. I further agree to enter at least 80% of my library's items within the first twelve months, following training and subject to system availability.
23. ☐ (If #22 is checked): I have attached a retrospective cataloging plan that enables my library to meet the twelve month requirement for entering my bibliographic items in the catalog. This plan has been signed by the Librarian and the Board Chair, Principal or equivalent.
24. ☐ MY LIBRARY REQUESTS THE IMPLEMENTATION SCHEDULE SELECTED BELOW. The library staff and library board understand that this selection is final and there is not the option to switch to another implementation schedule following our confirmation of acceptance into the MSC (See Implementation Option details on [Page 1](#) of the application):
- ☐ IMPLEMENTATION SCHEDULE 1
- ☐ IMPLEMENTATION SCHEDULE 2
- ☐ IMPLEMENTATION SCHEDULE 3  
(Only available for libraries not requesting financial startup assistance)

## Pre-Qualifying Questions

**The following are absolute requirements for joining the MSC catalog.**

**Your Library Must Agree To Questions 25 – 45, To Become a Member of the Montana Shared Catalog**

**Please answer the following questions "YES" or "NO".**

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25. Yes ☐ No ☐ I have read and agree to the conditions of the MSC By-Laws:

[http://msl.mt.gov/For\\_Librarians/Montana\\_Shared\\_Catalog/Members/Legal/Bylaws.doc](http://msl.mt.gov/For_Librarians/Montana_Shared_Catalog/Members/Legal/Bylaws.doc).

26. Yes ☐ No ☐ I have received and agreed to price quotes received from the MSC Director for start-up costs.

27. Yes ☐ No ☐ I have received and understand the cost *estimate* received from the MSC Director for ongoing costs.

Paid to SirsiDynix, LSTA Money	Paid to Montana Shared Catalog, own money	Paid to Others, own money	Total Paid (LSTA plus own money)
\$	\$	\$	\$

28. Yes ☐ No ☐ My library has a current Collection Management Policy. This policy has been approved by your library or school board/principal and is on file at the State Library. For more information, go to the MSL website at:

[http://msl.mt.gov/For\\_Librarians/For\\_All\\_Librarians/Collection\\_Management/default.asp](http://msl.mt.gov/For_Librarians/For_All_Librarians/Collection_Management/default.asp)

29. Yes ☐ No ☐ My board, superintendent, or other governing body has reviewed and approved this application. They have reviewed the conditions of the MSC Members Contract and will sign it if we join the MSC.

30. Yes ☐ No ☐ My library will work with other MSC libraries toward improving the quality of library materials and services.

31. Yes ☐ No ☐ My library will share bibliographic records.

32. Yes ☐ No ☐ I understand that when joining the MSC catalog, my library will add its holdings to existing MARC records in the system. In the event that we add unique records, I understand that others will attach their holdings to this new master record.

33. Yes ☐ No ☐ My library will actively contribute bibliographic records following the accepted best practices of the consortium; I have read and agree to the current version of the MSC Cataloging Guidelines:

[http://msl.mt.gov/For\\_Librarians/Montana\\_Shared\\_Catalog/Cataloging/CatalogingGuidelines.doc](http://msl.mt.gov/For_Librarians/Montana_Shared_Catalog/Cataloging/CatalogingGuidelines.doc)

34. Yes ☐ No ☐ I have conferred with the MSC Director and we have agreed that either 1) our bibliographic and user records are of sufficient quality to electronically import into the MSC, or 2) we will by hand, rebuild our bibliographic database using the MSC's cataloging functions and guidelines.

35. Yes ☐ No ☐ I understand the MSC assists other member libraries cooperatively; my library agrees to voluntarily provide training, guidance and consultation to other member libraries.

36. Yes ☐ No ☐ My library be represented at all regularly scheduled membership meetings of the MSC consortium.

37. Yes ☐ No ☐ My library is an OCLC member, or will become one no later than July 1, 2013 and will maintain annual enrollment while a member of the MSC.

38. Yes ☐ No ☐ My library has, or will have by July, 2013, a dedicated, high-speed, internet data communications link to the MSC servers (typically wireless, cable, DSL, ATM or frame relay). We understand that dial-up Internet access is insufficient and that broadband internet is an ongoing requirement. My library is responsible for securing and maintaining adequate data communications.
39. Yes ☐ No ☐ We have or will have by July, 2013, a stable local area network (LAN) and static IP address, with sufficient bandwidth for current and, we anticipate, increased needs engendered by joining the MSC.
40. Yes ☐ No ☐ My library has or will have at least one catalog workstation or kiosk for patrons.
41. Yes ☐ No ☐ We have or will have at least one staff workstation dedicated to circulation, cataloging, print notices and reports. We are able to support staff workstations running Windows operating systems (XP, Vista and 7) or the Apple Macintosh operating system. The current version of the staff interface (Java Workflows) runs under Windows XP, Vista, 7 or a Macintosh OS X 10.4 or higher version.
42. Yes ☐ No ☐ We understand that a *required standard bar code reader* will be ordered as part of the start-up costs borne locally. This standardization helps the MSC staff provide you with support. In addition to the required bar code reader, your library may purchase *optional standard receipt printers* and *optional standard report printers*. To receive our support for the receipt and report printers, it is requested you follow the [MSC peripheral equipment](#) recommendations.
43. Yes ☐ No ☐ My library has, or will begin conversion to the MSC standard bar code format, from the time of our notification of acceptance in the MSC:
- 14 digit "Codabar mod 10"
  - Unique library identifier (contact the MSC Director)
  - Final check-digit
  - All numeric characters
  - Prefixes of "2" for patrons, "3" for item
44. Yes ☐ No ☐ My library appears with its current information in the online Montana Library Directory ([http://msl.mt.gov/For\\_Librarians/Library\\_Directory/default.asp](http://msl.mt.gov/For_Librarians/Library_Directory/default.asp)).
45. Yes ☐ No ☐ I understand the MSC will continue to grow and add new libraries.

## Essay Questions

Please attach pages as necessary to answer the following questions. Number each response with the corresponding question. Each question must be answered separately. Your response should be as brief as possible. Responses will be scored using the following guidelines:

Questions #46, #47 and #48 will be scored according to the extent that your library meets or works to meet, the following standards and goals:

- ✓ Furthers the process of libraries-helping-libraries
- ✓ Increases collegial interaction between participating librarians
- ✓ Improves the delivery of library materials and services to library users
- ✓ Promotes collaborative and consortium behavior in general
- ✓ Further MSL's goal of developing libraries through networked services
- ✓ Supports and improves the resource sharing concept of the Montana Shared Catalog.

Question #49 will be scored according to the library's current and future budget capability to pay MSC and OCLC annual membership costs.

Question #50 will be scored according to the library's willingness to participate or consider participating in one of the patron sharing groups (Partners, 4-Rivers, BridgerNet) within the MSC.

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46. Why do you want to join the Montana Shared Catalog? Does joining the MSC fit into your library's long-range plan? 30 maximum points
47. Describe how your library will be an active member of the MSC consortium. Please describe previous cooperative, collaborative, or consortium experiences that you, your staff members, or your library has been a part of. How will your staff participate within the consortium? (25 maximum points)
48. Describe your library's current resource sharing activities. Please include, in addition to a description of your activities, interlibrary borrowing and lending statistics from the last complete fiscal year. (20 maximum points)
49. On-going expenses vary with collection size, number of users and annual circulation. These costs currently range between \$700 to \$30,000 per year. Please describe your library's ability to meet these ongoing costs. Keep in mind the library must also pay OCLC annual enrollment costs. 15 maximum points
50. Is your library interested in joining a resource sharing group (Partners, 4-Rivers or BridgerNet)? Some members of the MSC share patrons, that is, while patrons remain associated with their home library, these patrons have reciprocal borrowing rights in other libraries within the group(s). For instance, a Flathead County patron can place a hold on a book owned by the Glendive Public Library, and vice versa. Sharing patrons has the effect of hugely increasing your library's collection, as well as the number of customers that you serve. 10 maximum points

Questions? Contact the MSC Director, [msc@mt.gov](mailto:msc@mt.gov) or telephone 444-3004